



MEMORANDUM OF UNDERSTANDING

Between

Rock Ridge School District ISD 2909
&
Arrowhead Head Start (AEOA)



This Memorandum of Understanding (MOU) is for the purpose of coordinating mutually beneficial activities of the parties involved to provide better services for children and families served. Services to be provided from July 1, 2025 through June 30, 2026.

HEAD START WILL:

ROCK RIDGE SCHOOL DISTRICT WILL:

I. Educational Activities, Curricular Objectives, Instruction

Provide teachers meeting Head Start requirements in the Head Start classrooms.	
Provide teacher assistants meeting Head Start requirements.	
Provide classroom assistants meeting the Head Start requirements.	Provide ECSE Paraprofessionals and special education services as required as listed on a child's IEP as well as training and specific instruction for individual child needs and goals and substitute ECSE Paras when absent and possible.
Provide a Head Start Program Manager to ensure Head Start Program Performance Standards and licensing requirements are met.	
Provide supervision of Head Start staff.	Provide supervision of school district staff.
Implement the Head Start Program Performance Standards, Minnesota Department of Human Services Rule 3 Child Care Center licensing requirements.	Support the implementation of the Head Start Program Performance Standards, Rule 3 Child Care Center licensing requirements, and the <i>HighScope</i> Curriculum.
Implement the <i>HighScope</i> Curriculum with fidelity. The <i>HighScope</i> curriculum is a researched-based curriculum that aligns with the <i>Head Start Outcomes Framework</i> and the <i>Minnesota Early Learning Framework</i> .	Implement the High Scope curriculum in the School Readiness classrooms.
Implement Conscious Discipline in the classrooms. Head Start may implement other social/emotional curriculums/models in the classroom as well.	Implement the Pyramid Model in the classrooms.
Complete the <i>COR Advantage (Child Observation Record)</i> for children enrolled in Head Start and will report on children's progress 3 times a year.	Complete the <i>COR Advantage (Child Observation Record)</i> for children enrolled in School Readiness. The <i>COR Advantage</i> is a researched-based

The <i>COR Advantage</i> is a researched-based assessment that aligns with the <i>HighScope</i> curriculum and the Minnesota Department of Education's <i>Kindergarten Entry Profile (KEP)</i> .	assessment that aligns with the <i>HighScope</i> curriculum and the Minnesota Department of Education's <i>Kindergarten Entry Profile (KEP)</i> .
Provide preschool services for children ages 3 and 4 by September 1 st . Two of the Head Start classrooms in Parkview will operate for 1020 hours per year operating 7 hours per day, 4 days per week. The other classroom at the Eveleth HRA will operate one (1) half day programs at 4 hours per day.	Assist with calendar coordination and school access including hours and days of operation to meet program requirements.
Classes will be in-person. However, we may move to virtual (distance) learning should there be any closures due to illness, weather related, building related issues, etc.	
Provide developmentally appropriate equipment and supplies to meet curriculum and licensing requirements.	
Provide the office at the Parkview Learning Center with a roster of the Head Start children.	
Provide daily attendance for Head Start enrolled children through <i>ChildPlus</i> . Will provide ISD 2909 with daily Head Start attendance.	
Provide 2 home visits per family enrolled in Head Start and 2 conferences for all children/families enrolled in Head Start.	
Classroom staff to complete the monthly nutrition activities and daily tooth brushing.	
Provide a mental health professional to complete classroom observations and reporting. Mental health observations will be done in the classroom and may also be done virtually.	Permit mental health services to complete classroom observations and reporting.
Establish on-going communications for developing continuity of developmentally appropriate curricular objectives and for shared expectations for children's health, learning and development as children transition to school.	Establish on-going communications for developing continuity of developmentally appropriate curricular objectives and for shared expectations for children's health, learning and development as children transition to school.
Invite school district staff to relevant Head Start workshops	Invite Head Start staff to relevant Head school district workshops

II. Public Information Dissemination and Access

Generate support and resources within the local community to enhance school readiness.	Generate support and resources within the local community to enhance school readiness.
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Establish on-going channels of communication between early learning program staff to facilitate coordination of programs.	Establish on-going channels of communication between early learning program staff to facilitate coordination of programs.
Invite sharing opportunities for representation on boards/advisory committees of collaborating partners including but not limited to: Head Start Health Advisory Committee; Head Start Policy Council; ECFE Advisory Committee; Early Childhood Coalition, etc.	Invite sharing opportunities for representation on boards/advisory committees of collaborating partners including but not limited to: Head Start Health Advisory Committee; Head Start Policy Council; ECFE Advisory Committee; Early Childhood Coalition, etc.

III. Selection Priorities

Enroll up to 40 children 3 – 4 years old meeting Head Start guidelines in the Head Start classrooms.	
Class size not to exceed 20 children in each classroom.	
Will work with the school district on recruiting and enrollments for Head Start and School Readiness.	Will work with Head Start on recruiting and enrollments for School Readiness and Head Start.
Develop and implement a system to increase participation of underserved populations of children. Share information with families regarding early learning opportunities in the community.	Develop and implement a system to increase participation of underserved populations of children. Share information with families regarding early learning opportunities in the community.

IV. Service Area

Serves families in Cook, Lake, and St. Louis Counties (excluding the City of Duluth).	Serves children attending the Rock Ridge School District ISD 2909.
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V. Professional Development

Provide training, technical assistance and support for classroom staff on the <i>HighScope</i> curriculum, <i>COR Advantage</i> assessment, CLASS and other curriculums and activities provided by Head Start.	
Provide guidance, training, and support ISD 2909 with the district's implementation of the <i>HighScope</i> curriculum and <i>COR Advantage</i> assessment.	
Work cooperatively to provide shared training, as appropriate, based on each program's training requirements and needs.	Work cooperatively to provide shared training, as appropriate, based on each program's training requirements and needs.
Provide a general Head Start orientation.	Orient Head Start staff to district policies and procedures.

VI. Program Technical Assistance

Provide technical assistance on curriculum and assessment.	
Provide technical assistance on Head Start and licensing requirements.	
Provide technical assistance with the <i>ChildPlus</i> data base.	
Provide school readiness reports up to 3 times a year as requested.	Request school readiness reports from Head Start.
Share information to link special services to serve the needs of children including more efficiently, but not limited to health, nutrition, curriculum, child assessment, literacy, numeracy, and language.	Share information to link special services to serve the needs of children including more efficiently, but not limited to health, nutrition, curriculum, child assessment, literacy, numeracy, and language.

VII. Parent Services

Conduct Parent Committee Meetings as required by the Head Start Program Performance Standards. Parent Committee Meetings may be held in-person and/or virtually.	Provide meeting space for Parent Committee Meetings if needed.
Complete Family Partnership Agreements (FPAs) for all Head Start enrolled families by a Head Start Family Support Specialist.	
Provide parent engagement activities for all families enrolled in Head Start.	Coordinate with Head Start for parent activities and events planned through the school year.
Head Start encourages parents to volunteer in the Head Start classroom.	Support parent volunteers in the Head Start classroom.
Provide supports to Head Start parents in helping them meet their goals and any needs on their journey towards self-sufficiency, including referring families to outside services.	
Help parents (including grandparents and kinship caregivers, as appropriate) to understand the importance of parental involvement in a child's academic success.	Support Head Start parents (including grandparents and kinship caregivers, as appropriate) to understand the importance of parental involvement in a child's academic success.
Help parents understand the instructional supports and other services provided by the school in which the child will enroll.	Help parents understand the instructional supports and other services provided by the school in which the child will enroll.

VIII. Kindergarten Transitions

Coordinate with ISD 2909 a seamless procedure for transferring Head Start records to ISD 2909 for children enrolling into Kindergarten with the school district.	Coordinate with Head Start a seamless procedure for transferring Head Start records from Head Start for those children entering Kindergarten.
Conduct transition meetings with ISD 2909 in the spring for children entering Kindergarten in the fall.	Support and attend transition meetings with Head Start. Initiate and facilitate IFSP to IEP transition meetings, if applicable.
Obtain written parent permission to transfer records of Head Start children enrolled in <i>Head Start</i> if the child is enrolled in another school district.	
Obtain a release of information from ISD 2909 after the child is terminated from Head Start for 30 days or more to provide additional information or discussions on the child. The release of information must be signed by the child's parent(s)/guardian(s).	Obtain a signed release of information from a Head Start family 30 days or more after the child has been terminated from Head Start. A copy of the signed release of information will be provided to the Head Start program.
Acknowledge confidentiality requirements that each agency must follow regarding the sharing and release, with the consent of families, of personally identifiable information regarding children and families.	Acknowledge confidentiality requirements that each agency must follow regarding the sharing and release, with the consent of families, of personally identifiable information regarding children and families.
Provide transition activities in the classroom to prepare children and families to transition to Kindergarten.	Support transition activities in the classroom to help children and families prepare for Kindergarten.
Provide parents with information in the spring about their child's transition to Kindergarten.	
Inform parents of dates/times for Kindergarten Round-up/Orientation.	Inform Head Start about Kindergarten Round-up/Orientation dates/times.

IX. Facilities, Transportation, Other Program Elements

FOOD SERVICE

Provide breakfast and lunch to Head Start children during program operation through lunch services provided through ISD 2909 under a contract to be renewed annually. All breakfasts and lunches will meet the Child & Adult Care Food Program (CACFP) guidelines.	Provide breakfast and lunch services to Head Start that meet CACFP guidelines.
Head Start will provide meal reimbursement to ISD 2909 upon receipt of monthly invoice for meals provided to Head Start children at rates established in separate agreement.	ISD 2909 will invoice Head Start monthly for meals served to Head Start children at rates established in a separate agreement.

Afternoon snacks will be provided by Head Start to meet CACFP guidelines. Afternoon snacks are a Minnesota Department of Human Services licensing requirement.	
Approve menus by a Registered Dietician or Certified Nutritionist.	Prepare agreed upon menus including substitutions to meet CACFP guidelines or specific dietary needs of a child.
Children will have breakfast and lunch in the cafeteria as per the school district request. Snacks will be provided to children in the classrooms and done family style.	
Staff to complete CACFP and Civil rights training.	

FACILITIES

Head Start classrooms will be located at the Parkview Learning Center in Virginia, Minnesota. Head Start will utilize the 2 classrooms and office space to operate 2 classes of Head Start children.	3 Classrooms will be provided by ISD 2909 at the Parkview Learning Center in Virginia to Head Start.
Request in-kind contribution from ISD 2909 for space costs. Space costs will be determined by a certified appraiser.	Provide in-kind contribution to Head Start for space costs.
Maintain annual licensing through the Minnesota Department of Human Services and costs associated.	
Provide a fire extinguisher for the classrooms (licensing requirement).	
Head Start will request lead paint and water test results when needed for compliance with the Head Start Program Performance Standards (HSPPS).	ISD 2909 will provide Head Start with the most recent lead paint and water test results upon request.
	Provide custodial and maintenance services.

TRANSPORTATION

Head Start will provide daily transportation to Head Start children in partnership with Arrowhead Transit. Allowable vehicles meeting Head Start requirements will be used including child restraints and a bus monitor.	
Pick-up and drop-off points will be at the Parkview Learning Center.	
	ISD 2909 will provide transportation to Head Start children if written in the child's IEP.

X. Special Education Collaboration

Collaborate with parents on a current developmental screening within 45 days from the child's program start.	Accept screening results from Head Start and will not defer the evaluation process to complete pre-referral intervention.
Obtain parental consent to establish two-way communication with Head Start and the school district to share screenings and evaluations.	Contact Head Start as soon as possible to assist with gaining parental consent if contact with the family is a concern.
Address needs identified by making a referral, if needed.	Accept and process referrals from Head Start and ensure children are being identified, located, and evaluated.
Educate the parents on the referral and identification process.	Provide written notice to parents within 10 days if the school district determines not to proceed with an evaluation.
Help coordinate home visits to establish relationships with the ECSE provider.	Conduct an initial evaluation, assessment, following MN State Statutes and Federal Regulations for times with both Part C and Part B.
	Secure parental consent for early childhood special education assessment.
Provide information to the school district as requested for the evaluation.	Request information from Head Start that is relevant to the evaluation.
Attend IEP/IFSP meetings and planning meetings as invited and participate in the development of the IEP/IFSP as requested by the child's parent.	Invite Lead Educators, Disability/Mental Health Managers to IEP/IFSP meetings and planning meetings.
Adhere to IEP/ IFSP recommendations.	Develop and provide a copy of IEP/IFSPs to Lead Educators and Disability/ Mental Health Managers with parental consent.
Conduct joint home visits with Early Head Start staff at least twice a calendar year for children in IEP/IFSPs. Head Start will initiate this visit with the ECSE staff.	Conduct joint home visits with Early Head Start staff at least twice a calendar year for children in IEP/IFSPs. Visits will be initiated by Head Start Staff.
Have children with disabilities participate fully in Head Start activities delivered in the least restrictive environment possible including modifications, varied forms of instruction, and individualized accommodations and support	
Educate parents on the importance of parental involvement in the IEP/IFSP process.	
	Systematically collect data to measure progress on annual IEP goals, tailor instruction, and inform decisions.

XI. Other

Head Start personnel will complete a childcare background check prior to hire through the Minnesota Department of Human Services that meets Head Start and Minnesota Child Care	ISD 2909 will complete background checks on school district staff. Documentation will be kept on file with ISD 2909. The school district will allow any Federal Head Start, State Head Start or
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Center Licensing requirements. Documentation will be kept on file with Head Start.	DHS Licensing monitors to review background study information for any ISD 2909 staff working with children enrolled in Head Start if so requested.
Head Start personnel files will contain documentation of staff qualifications and trainings. This information will be made available to Federal, State and Licensing monitors upon request.	ISD 2909 personnel files will contain documentation of staff qualifications and trainings. This information will be made available to any Federal, State or Licensing monitors upon request for any ISD 2909 staff working with Head Start children.
Maintain adequate comprehensive insurance coverage for staff, children, and classroom contents.	Maintain adequate comprehensive insurance coverage.
Discrimination in staffing and programming is prohibited. Head Start will not discriminate against any person employed in the performance in this contract, or against any applicant for employment because of race, sex, age, creed, religion, color, national origin, political affiliation, veteran's status, or handicapping condition. No person shall on the grounds of race, sex, age, creed, religion, color, national origin, political affiliation, veteran's status, or handicapping condition will be denied benefits of or subject to discrimination in the performance in this contract.	Discrimination in staffing and programming is prohibited. ISD 2909 will not discriminate against any person employed in the performance in this contract, or against any applicant for employment because of race, sex, age, creed, religion, color, national origin, political affiliation, veteran's status, or handicapping condition. No person shall on the grounds of race, sex, age, creed, religion, color, national origin, political affiliation, veteran's status, or handicapping condition will be denied benefits of or subject to discrimination in the performance in this contract.

This agreement becomes effective on Aug. 1, 2025, with signature of all parties involved. By signing this agreement, each agency agrees to its terms. This agreement will be reviewed and updated annually.

Date

Dr. Noel Schmidt, Superintendent, ISD 2909

Date

Shannon Kush-Jeffrey, Director EC Education, ISD 2909

Date

Sheena Stefanich, Parkview Principal, ISD 2909

Date

Scott Zahorik, AEOA Executive Director

Date

Gabriel Johnson, Head Start Director